

From 1 May 2021, the Local Government and Elections (Wales) Act 2021 sets out a statutory requirement that: As soon as reasonably practicable after a meeting of a community council, and in any event before the end of seven working days beginning with the day on which the meeting is held, the council must publish electronically a note setting out—

- (a)the names of the members who attended the meeting, and any apologies for absence;
- (b)any declarations of interest;
- (c)any decision taken at the meeting, including the outcomes of any votes.

Barry Town Council meets this duty by publishing this information in the form of draft meeting minutes which will be displayed electronically within 7 working days after the meeting. It should be noted that these minutes are DRAFT and not agreed until the next meeting.

BARRY TOWN COUNCIL

DRAFT MINUTES OF A MEETING OF THE SHOP LOCAL ADVISORY COMMITTEE HELD ON THURSDAY 6 OCTOBER 2022 AT 6PM

PRESENT: A Greenfield (Chairperson), Councillors S Hodges (arrived at 6.08 pm), Marshall, Payne (arrived 7.05 pm), Perkes and Thomas, together with Traders: N Bolan (Dimensional Art), S Burnell (Awesome Wales), C Edwards (Vale of Glamorgan Council – Town Centre Manager), Hayley (Zac and Bella), K Meyrick (Karry's Deli).

ALSO PRESENT: Robyn Walsh – Engagement and Events Team Manager
Rebecca Blackwell – Office Team Leader
Sarah Jones – Vale of Glamorgan Council
Ingrid Patterson – Marie Curie
Rebecca Van Prag – The Bees Knees - Observer
Mandi – Majestic Essentials - Observer
Zoe O'Sullivan – Vale Cake Boutique - Observer
Helen Pike – The Independents – Observer
Angela Innes – Chocolate Orange Interiors – Observer
Kara Bennett – Wild Rituals - Observer

SL 19. APOLOGIES

Apologies were received from Councillor Davies-Powell and Traders; B Armstrong, D. Elliott, E Thorne and S Lewis.

SL 20. TO RECEIVE DECLARATIONS OF INTEREST UNDER THE COUNCIL'S CODE OF CONDUCT

Declarations of interest were received from Amy Greenfield, N Bolan, S Burnell, Hayley, K Meyrick, R Van Praag, Mandi, Zoe O'Sullivan, Helen Pike, Angela Innes and Kara Bennett in relation to agenda item 8.

The Engagement and Events Team Manager advised members that they may present their funding applications to members. However, the discussion surrounding final amount awarded would need to be held in private and all members who had declared an interest would either need to leave the meeting or the Officer would place them in the virtual waiting room for the duration of the discussion.

SL 21. WELL-BEING OF FUTURE GENERATIONS (WALES) ACT 2015

RESOLVED that the Well-Being of Future Generations (Wales) Act 2015 be received and noted.

SL 22. TO APPROVE THE MINUTES AN EXTRAORDINARY MEETING OF THE SHOP LOCAL BARRY ADVISORY COMMITTEE HELD ON TUESDAY 19 JULY 2022

Members requested an update in relation to action no. SL 17 (3). The Engagement and Events Team Manager advised members that due to current workloads and vacancies within the team this action had not been started and an update was hoped for the next meeting.

RESOLVED: That the minutes of the Extraordinary Meeting of the Shop Local Barry Advisory Committee held on Tuesday 19 July 2022.

SL 23. SARAH JONES – VALE OF GLAMORGAN COUNCIL EVENTS TEAM

Sarah Jones provided members with an update in relation to the Christmas Events that will be delivered primarily at Holton Road. Sarah advised that the Festival of Light (delivered in partnership with Barry Town Council) will return again this year and will be held over a week. In order to build on the momentum of this event from 2021, the Festival will be as part of the “Barry Christmas Festival” which will also include an Elf Trail, Santa’s Post Office; potential Santa’s Grotto (subject to funding) and a Christmas Market, the Town Council’s Santa Fun Run will mark the end of the Festival.

Sarah also advised members that the Barry Christmas festival will be delivered as part of a partnership with Barry Town Council, Jam Jar responsible for event management.

Councillor S Hodges arrived – 6.08 pm

The Chair noted that she had received enquiries from Traders who were keen to be involved in the Christmas Market. Sarah Jones confirmed that interested Traders can contact her.

Councillor Thomas queried who would be responsible for the Elf Trail and how Traders could get involved. Sarah Jones advised that Jam Jar are the event promoters for Barry Christmas Festival with the Engagement and Events Team Manager confirming that it will be delivered as a joint partnership with Barry Town Council and the Vale of Glamorgan Council. Sarah added that interested

traders could contact her to express an interest in taking part. The Engagement and Events Team Manager also advised that she would forward any information received from the Vale Events Team to all members.

RESOLVED: That members receive and note the update.

SL 24. BECOMING A DEMENTIA FRIENDLY BUSINESS

Members were provided with a report providing information on how members can become a Dementia Friendly Business.

A presentation was provided to members by Ingrid Patterson from Marie Curie. During the presentation Ingrid informed members how they can become a Dementia Friendly Business by enhancing their businesses to assist those living with Dementia.

Following the presentation, the Engagement and Events Team Manager advised that Barry Town Council have re-pledged to be a Dementia Friendly Organisation and that they will send out an email with Ingrid's contact details. The Officer also advised members that she could arrange Dementia Friendly Training for traders if required.

RESOLVED:

1. That the presentation and information provided with a report be received and noted.
2. That the Officer forward members more information regarding how to become a Dementia Friendly Business.
3. That the Officer explore Dementia Friendly Training for Traders.

SL 25. SOCIAL MEDIA UPDATE

Members were provided with an update regarding the Shop Local social media platforms. The Engagement and Events Team Manager advised members that currently the team are at capacity and are currently recruiting two roles, one of them being a new role for an Engagement and Events Officer who will be responsible for social media and that the Shop Local Social Media will be incorporated into this.

The Chair asked the timescales for recruitment, the Officer advised that due to advertising, shortlisting, interviewing and notice periods, they are expecting the role to be filled by January 2023.

RESOLVED that the Social Media update be received and noted.

The Chair then handed over to the Vice-Chair due to the declaration submitted at the beginning of the meeting.

SL 26. SHOP LOCAL GRANTS RECEIVED

a. Barry Shop Local Traders – Halloween Trick or Treat Trail

Councillor S Hodges advised that she was happy to support the application and that it could be dealt with under urgent action due to timescales. The Engagement and Events Team Manager noted that the application could be dealt with this evening as it comes within the 25% of the Committees budget. She recommended that should members be happy to support this application that the remaining applications could be considered under Urgent Action due to the next meeting of the Finance, policy & General Purposes Committee not being scheduled until Monday, 28 November 2022.

Councillor Thomas raised concerns with the grant funding being used to purchase sundry items and felt that the cost should be covered by the traders.

The Vice Chair raised concerns over the £2 entry fee as it was raised in a meeting of Full Council where discussions about entry fees for another event were discussed and that Council do not wish to exclude families that may not be able to afford entry fees.

The Chair noted that the reason for entry fees were to account for no-shows. However, she agreed with Councillor Thomas' comments that the event should be sustainable in future years and Traders should financially contribute.

Discussions continued and the Chair suggested that as part of the event, 50 tickets could be supplied to the Mayor for them to allocate to families who are unable to afford the entry fee in order to not exclude those who may not be able to afford to attend.

It was also agreed that monies raised from the entry fee would be donated to the Mayor's Charities.

b. The Independents – A Christmas Wish

Councillor Thomas raised concerns with the cost of a ticket (£7 entrance fee) and noted that the Barry Town Council and Vale of Glamorgan Council Barry Christmas Festival already included an Elf Trail and Santa's Grotto.

Councillor Perkes agreed with Councillor Thomas' comments, suggesting that rather than duplicating what is already being provided that the applicant could consider a Christmas Workshop and that providing members were happy they could submit another application which could be considered via Urgent Action.

c. Barry Shop Local Traders - Hospitality Tasting Event

Councillor S Hodges noted that it was a good idea and something different to get people visiting the shops.

Councillor Thomas questioned the cost of £1,000 for providing samples. The Chair responded that it was proposed to subsidise the cost, the trader will pay half for the samples and the other half would come from the grant.

The Vice-Chair suggested that for future events there could be a possibility for the marketing material to be printed in house to reduce the cost needed via a grant.

d. The Bees Knees – High Street Christmas Event

Members were advised that this application was circulated a day before the meeting for member's consideration.

The Mayor arrived – 7.05 pm

Amy Greenfield, N Bolan, S Burnell, Hayley, K Meyrick, R Van Praag, Mandi, Zoe O'Sullivan, Helen Pike, Angela Innes and Kara Bennett left the meeting in order for members to consider the amounts to be awarded.

Members considered the applications and it was suggested that:

- a. Halloween Trick or Treat Trail - £1,550 awarded
- b. A Christmas Wish – up to £900
- c. Hospitality Tasting Event - £1,600 awarded
- d. High Street Christmas Event - £3,000 awarded

RESOLVED:

1. **That Barry Shop Local Traders are awarded £1,550 in support of the Halloween Trick or Treat Trail (allocated from the Shop Local Budget), providing 50 free tickets are made available for families in need (and that the organisers contact BTC should more free tickets be required) and that the amount raised in ticket sales is donated to the Mayor's Charities.**

RECOMMENDED VIA URGENT ACTION:

2. **That The Independents submit another application for Christmas and this is considered up to the amount of £900 under Urgent Action (when received).**
3. **That Barry Shop Local Traders are awarded £1,660 in support of a Hospitality Tasting Event.**
4. **That The Bees Knees are awarded £3,000 in support of the High Street Christmas Light Switch-On.**

The applicants who are involved in the grant applications returned to the meeting.

Members were provided with a report requesting members to recommend a draft budget for consideration by the Finance, Policy and General Purposes Committee (at their scheduled meeting to be held on 28 November 2022).

The Chair suggested an increase of £10,000 and propose a new budget of £20,000 to allow for an incubation period to begin the process of becoming a Chamber of Trade.

The Vice Chair said that she would not be able to support the suggestion of £20,000 due to the cost of living crisis. Mandi commented that the cost of living crisis cannot be cited as a reason not to support an increase to the budget as it is hoped that with an increased budget the traders are able to put on more free events to support the community and thus improve trade.

Councillor Thomas raised concerns as to where an additional £10,000 would be sourced from within the Council's own budgets and suggested a compromise of £15,000. Councillor S Hodges responded that it was up to the Committee to determine what budget they would like to request, and that she would support whatever members felt was required. However, she stressed that this does not mean Council would agree to the request, but she was happy to support the recommendation regardless.

Councillor Perkes proposed a budget of £10,000, Councillor Payne seconded the proposal.

Councillor S Hodges proposed a budget of £20,000, Stuart Burnell seconded the proposal.

A vote was taken on the proposal (submitted by Councillor Perkes and seconded by Councillor Payne) that the Shop Local Advisory Committee submits a budget request for the 2023/24 financial year to a meeting of the Finance, Policy & General Purposes Committee scheduled to be held on 28 November 2022 of £10,000. The result of which was 5 against the proposal and 3 in favour.

A second vote was taken on the second proposal (submitted by Councillor S Hodges and seconded by Stuart Burnell) that the Shop Local Advisory Committee submits a budget request for the 2023/24 financial year to a meeting of the Finance, Policy & General Purposes Committee scheduled to be held on 28 November 2022 of £20,000. The result of which was 3 against the proposal and 5 in favour.

RECOMMENDATION:

To a meeting of the Finance, Policy and General Purposes Committee being held on Monday 28 November 2022 that a budget of £20,000 is proposed for the Shop Local Barry Advisory Committee requirements for 2023/24 and that a supporting report is provided to highlight the reasons for an increase.

SL 28. DATE OF NEXT MEETING

RESOLVED that the date of the next meeting of the Shop Local Barry Advisory Committee will be held on 26 January 2023 at 6pm.

Meeting closed at 7.38 pm.

Signed(Chairperson) Dated